



Chief of Staff

Ms. Lyndi Balven



Chief of Staff Mission

The BTA is chartered to guide the transformation of business operations throughout DoD, and to deliver enterprise-level capabilities that align to warfighter needs. The Chief of Staff (CoS) Organization's goals align with the agency's and are outlined below.

Exemplar of Effective Stewardship: CoS systems, services and resources are available, effectively and efficiently utilized, and strategically aligned to support BTA's mission.

Collaborative Working Environment: Integrated and innovative CoS infrastructure supports collaborative efforts within and across organizational boundaries.

Structured for Accountability and Improvement: Standardized guidance, processes and controls facilitate fact-based, results-oriented decision-making at both the individual and organizational level.

Responsive and Efficient Service: Our internal and external customers receive superior support and management services



Chief of Staff Activities

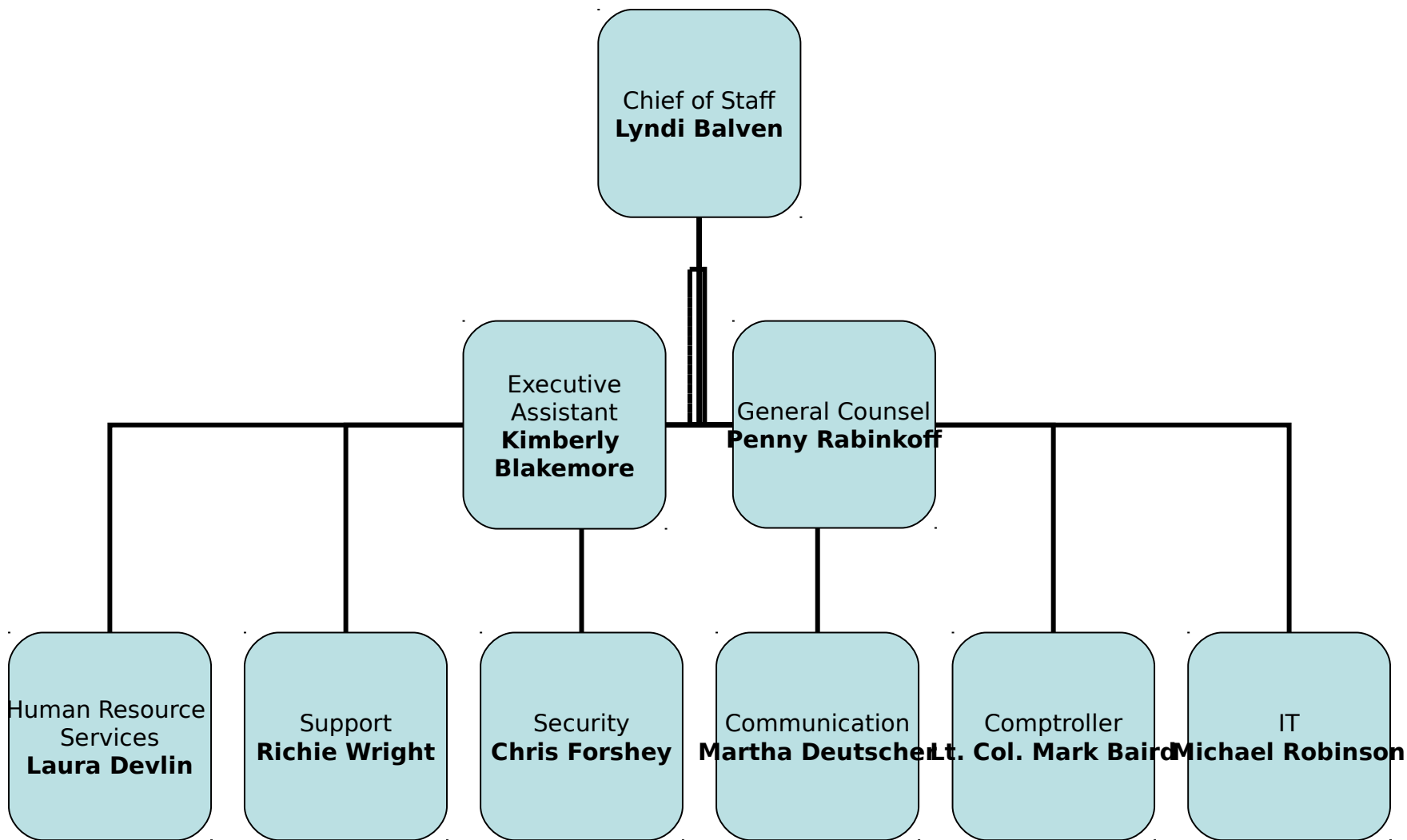
Responsible for the BTA's operational activities:

- Communication
- Comptroller
- Facilities
- Human Resource Services
- Information Technology/Information Assurance
- Security

Operations that are integral to daily BTA activities



Chief of Staff Organization





Current Initiatives

- Streamline BTA business operations
 - Implement Defense Agencies Initiative (DAI) in BTA; CONOPS, Users Guide, & Reporting
- Implement Communication and Human Capital Strategies
- Execute BRAC 133 Recommendation
- Ensure BTA employees have the resources to complete their mission
- Listen to and implement suggestions

Operations that are integral to daily BTA activities



Where CoS Might Use CASS

- Communications
- Support
- Administrative



CoS – Communication Services

Division Chief, Ms. Martha
Deutscher



Transformational Communication

Transformational products and methods of delivery

- Websites, Web 2.0
- Exhibits
- Publications
- Streaming video
- Motion graphics
- Brochures, press kits, fact sheets





Strategically Aligned Messaging

- Messaging strategically aligned to enterprise goals
- Dissemination of BTA success stories and accomplishments
- Coordination between and among directorates; reduction of stovepiped activities
- Improved and expanded internal communications products to include current week *BTAnews* staff newsletter
- Improved external communications products to include NewsWires





Facilitate Two-Way Communication

- Expand opportunities for engagement, interaction and learning
- Broaden Communities of Interest
- Increased visibility for BTA

and the applicability of its Guiding Principals and experience to other parts of government facing similar challenges





CoS – Support Services

Division Chief, Ms. Richie Wright



Support

- **Possess PowerPoint and Excel skills to prepare and briefing charts and spreadsheets**
- **Research historical data for preparation of financial and other program reports**
- **Prepare, finalize and distribute official correspondence**
- **Establish and maintain internal official records and files (i.e. budget, MIC, LSS, BRAC, space planning and etc.)**
- **Prepare and maintain accurate records for current seating assignments and internal moves**
- **Perform LSS data entry for DoD Enterprise Performance Management System (DEPMS)**



Q&A

Audience, please come forward to the floor microphone for a maximum of three questions.